Chapter 2 **FASTDATA Site Module Startup**

⌨ *Overview*

This chapter provides information on procedures for installing the graphical user interface (GUI)/Windows® operating system version of the FASTDATA Site Module. Two sets of installation instructions are provided: one for a server configuration and one for a stand-alone configuration. The later is only in the form of a summary. You will need to know which version your site plans to use. If your site is using the stand-alone version, refer to the chapter section on Steps for Stand-alone Installation to install the FASTDATA Site Module. If your site is using a server configuration of the FASTDATA Site Module, you will not install the Site Module on your computer; a network or local area network (LAN) administrator will perform a server installation.

For users who have been using the MS-DOS (disk operating system) version of the FASTDATA Site Module, a data conversion process will let you use your current database with the new version of the Site Module. The section on Moving to New FASTDATA Site Module Releases discusses this process in detail.

After you have installed the FASTDATA Site Module and converted your database from the MS-DOS FASTDATA to the new FASTDATA, you'll need to know how to get started in your new application. This chapter includes everything you need to do to set yourself up as a Site Module user, start the Site Module, and log into the FASTDATA Site Module. For information on uninstalling the FASTDATA Site Module, refer to Appendix D.

After you are up-and-running with the Site application, there may come a day when you need to move from a Sybase database to an Oracle database or you want to back up your data. After you export site data, you will need to load the exported data to the target database. The FASTDATA export and migrate processes allow you to perform those tasks. Additional runtime options, the FASTDATA purge process and database maintenance process, lets authorized users permanently remove fiscal year data for a site and edit database tables. Chapter 2 includes a brief discussion of those FASTDATA processes.

If you're using the FASTDATA Site Module in a stand-alone configuration, the application provides for automatic updating of the database if, during start-up, a version difference is detected between the database and application. The section on Automatic Update of Database acquaints the user with this function.

Additionally, you can find information on contacting the FASTDATA Help Desk and locating information on the FASTDATA web site in this chapter.

Appendix D of this user's manual provides technical information on using the ODBC Data Source Administrator to add or configure an open database connectivity (ODBC) data source, updating the FASTDATA.INI file, and updating the TNSNAMES.ORA file.

Refer to Chapter 3 if you need information on using the Site Module menus, buttons, and other controls.

☞ *Installing the FASTDATA Site Module*

- **Stand-alone installation**

- **Server installation**

You can install the FASTDATA Site Module in one of two configurations: stand-alone or server. In the server configuration, the FASTDATA Site Module and database run from a network server. In the stand-alone configuration, the Site Module and database run from a PC (personal computer). If you're not sure which configuration is right for your activity, consult your network administrator, supervisor, or technical support personnel. In many cases, the configuration decision will be made for you by a network administrator.

The new GUI/Windows® operating system version of the FASTDATA Site Module software is available for those users with a PC powerful enough to run the 32 bit application. Minimum requirements include:

- FASTDATA Site Module installation CD
- Pentium II class 200 MHz (megahertz) or greater PC (Pentium III class 400 MHz or higher recommended)
- At least 128 megabytes of memory (256 megabytes recommended)
- A large hard drive running Microsoft Windows 95©, Windows 98©, Windows NT© version 3.51 or greater, or Windows 2000
- CD ROM drive for installation
- Minimum of 80 MB of hard disk space for FASTDATA Site Module files

If you are a network or system administrator and will be setting up a server configuration for the Site Module, you will also need the following component:

- Client-server version of the database engine

The options available in the installation process depend on which configuration you install and on whether the install is a new install or upgrade. Two ways of installing the Site Module follow. The first is for a user who wishes to install the stand-alone version of the Site Module. The second is for a LAN or network administrator who wishes to install the server configuration of the application. Remember, if you're not sure which way you should install the Site Module, contact your supervisor, technical support personnel, or system administrator. You may also contact the FASTDATA Help Desk.

■ *Steps for Stand-alone Installation*

NOTE The stand-alone installation process outlined below is for individual users who will be running the FASTDATA Site Module from their PCs.

You can install the Site Module from a CD or, if you have access to the Internet, from a single file that you download from the FASTDATA Web site. For example, for Release 03-1, the single file that contains the FA Module installation is **rel031.exe**. Download the

file to your hard drive and then double-click on it to extract the **setup.exe** file. Use the setup file to begin the installation as described below, beginning with Step 2.

1. To install from the FASTDATA CD, insert the CD into your CD ROM drive.
2. From the Windows taskbar, select **Run** from the **Start** menu. The Run window will open.

Figure 2.1
Run Window

3. Type **e:\setup.exe** in the Run window **Open** field, then select the **OK** button. For this example, the CD ROM drive is E, which may differ on your PC. You also can locate the drive and setup file manually, using the **Browse** button.

If you're installing the application from a downloaded file, enter the appropriate drive and file name for the extracted setup file, then select the **OK** button on the Run window to proceed. For example, if you downloaded the application and then extracted the setup file into the **Download** folder on your local hard drive, enter **C:\Download\setup.exe**. You also can locate the file in Windows Explorer and double-click on **setup.exe** to begin the installation.

The Microsoft Windows Installer© will load and display the InstallShield Wizard Welcome window. Data on the window will display the Release number, for this example **03-1**.
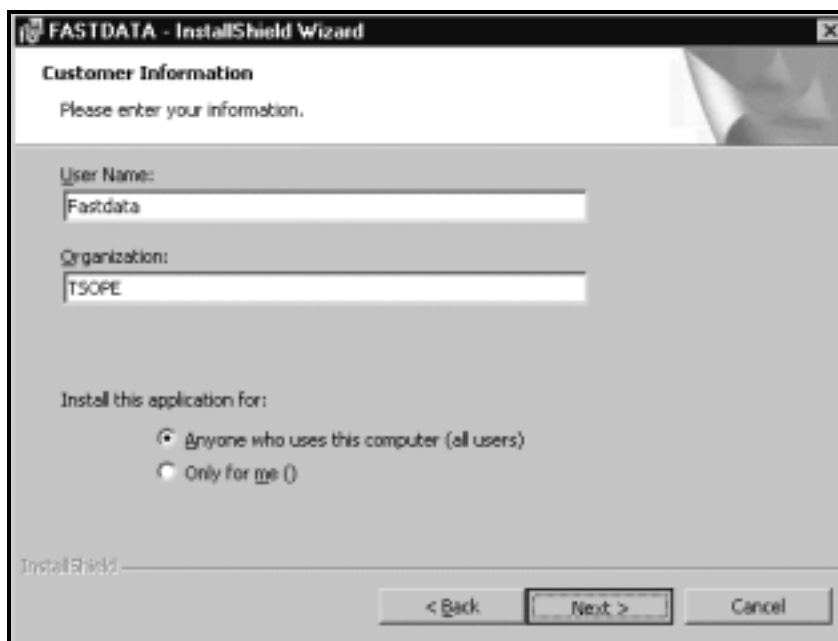

Figure 2.2
InstallShield Wizard Welcome Window

If you already have a FASTDATA application installed, the InstallShield Wizard Program Maintenance window will open instead. Use the window to specify whether you want to modify, repair, or delete the existing application.

Figure 2.3
InstallShield Wizard Program Maintenance Window

4. For this example, you're installing the FASTDATA application for the first time so select the **Next** button on the InstallShield Wizard Welcome window. The wizard will advance you to the Customer Information window.

Figure 2.4
InstallShield Wizard Customer Information Window

5. Enter the desired **User Name** and **Organization**, then select the applicable radio button to indicate for whom the application is being installed. It is recommended

that you accept the default **Install this application for** radio button selection shown here.

6. Select the **Next** button to proceed. The InstallShield Wizard Custom Setup window will open.
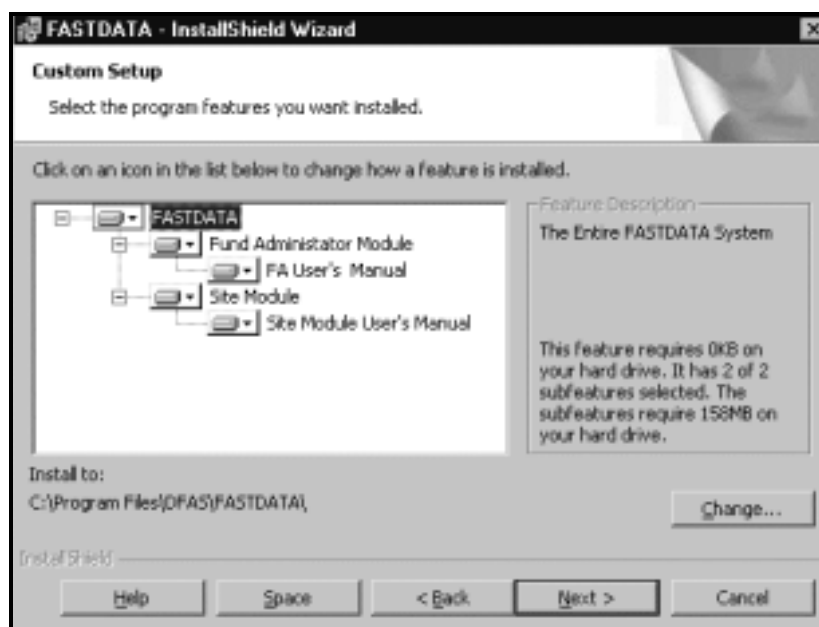
Figure 2.5
**InstallShield Wizard Custom Setup Window**

The window allows you to select one or both modules to install. The default selection, as shown, is both FASTDATA modules. The **Install to** field indicates the default location to which the specified software will be installed. If desired, use the **Change** button to select a different location. If you wish, use the **Space** button to check available disk space on the various available drives prior to installation.

In the example that follows, only the Site Module, in its entirety, is being installed.
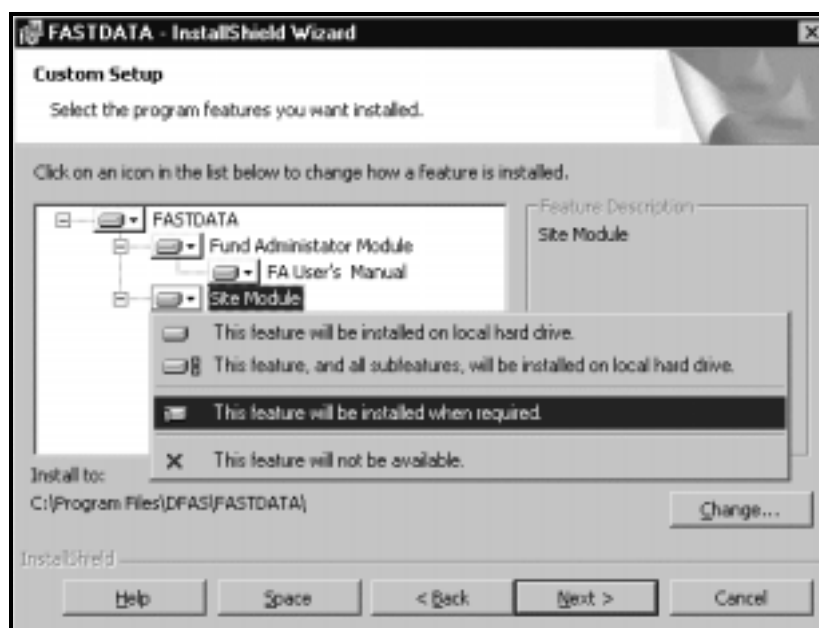
Figure 2.6
Selecting Site Module to Install

7. Click on the **Site Module** field to display the drop-down list, then select **This feature, and all subfeatures, will be installed on local hard drive**.
8. Click on the **Fund Administrator Module** field to display the drop-down list, then select **This Feature will not be available**.
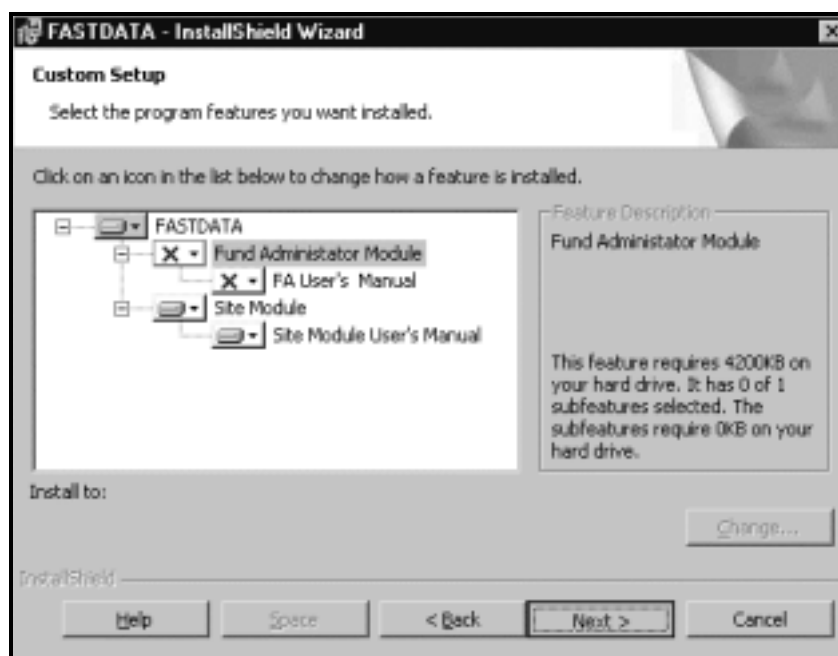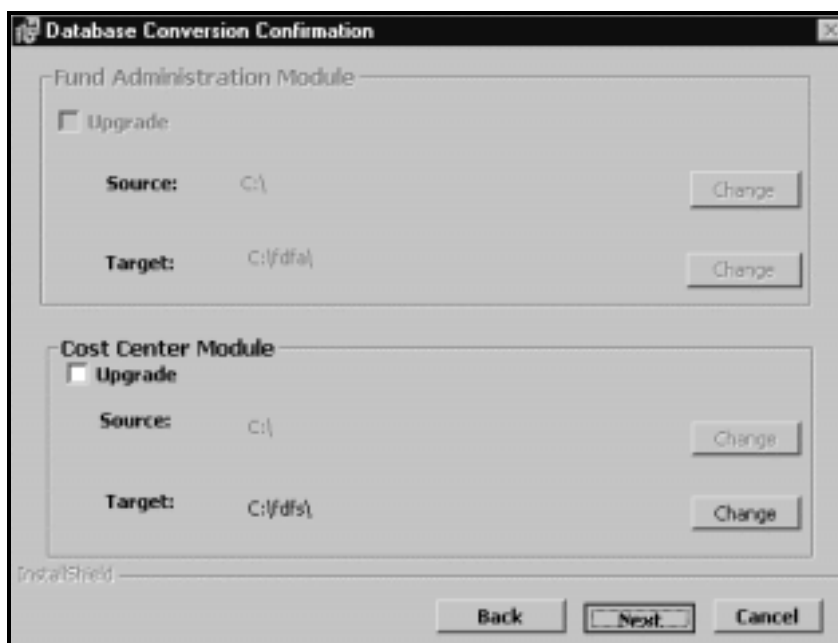

Figure 2.7
Deselecting FA Module

NOTE If you only wish to install the Site Module, but have previously installed the Fund Administrator Module and now select **This feature will not be available** for that module, the InstallShield Wizard will automatically remove the previously installed Fund Administrator Module. Therefore, to keep a previously installed FASTDATA application while installing another, ensure that both modules are selected for a full install. For the example shown in Figure 2.7, a previously installed Fund Administrator Module would be removed during the install of the Site Module.

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9. Select the **Next** button to proceed with the installation of the Site Module.

The Database Conversion window will open. The FA Module is not available for selection since only the Site Module has been selected to install.

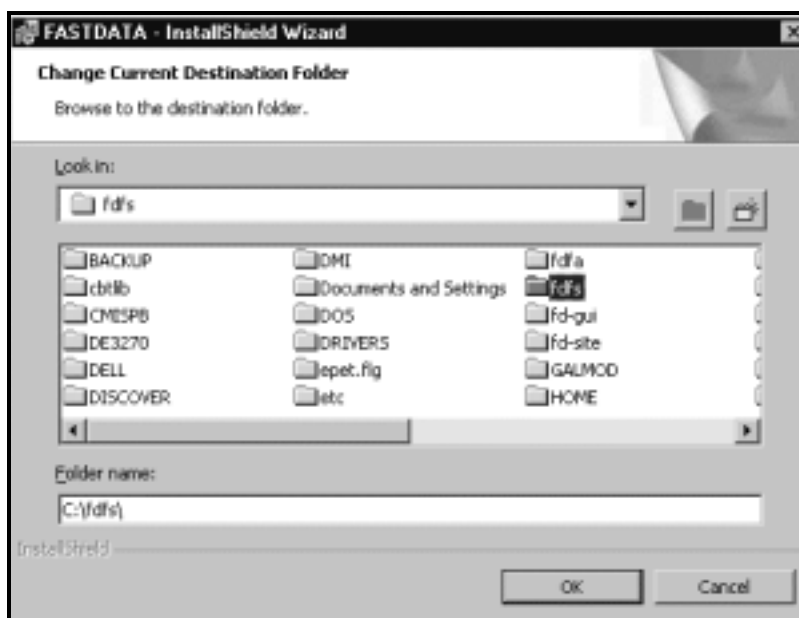*Figure 2.8*
Database Conversion Window

NOTE If you're updating an existing FASTDATA Site Module, you must check the **Upgrade** check box and verify that the **Source** indicates the correct location of your existing database. The upgrade will fail if the **Source** location is wrong. Use the **Source Change** button to open the InstallShield Wizard Change Current Destination Folder window and change the location, if necessary. The **Change** button becomes available for selection after the **Upgrade** check box has been checked.

For this example, the FASTDATA Site Module being installed is an original installation.

10. Verify that the **Target** indicates the desired location in which the database being installed will reside.

The default location is **C:\fdfs** and it is recommended that you NOT change it. If the folder does not yet exist on your hard drive, the installation program will automatically create it for you.

If you wish to change the destination location, use the **Target Change** button to do so. The InstallShield Wizard Change Current Destination Folder window will open and allow you to change the location.

***Figure 2.9*
Changing
Destination
Folder**

Select the desired destination folder, then select the **OK** button to close the Change Current Destination window and return to Database Conversion window. For this example, you accepted the default destination.

11. Select the **Next** button on the Database Conversion window. The InstallShield Wizard Ready to Install the Program window will open.
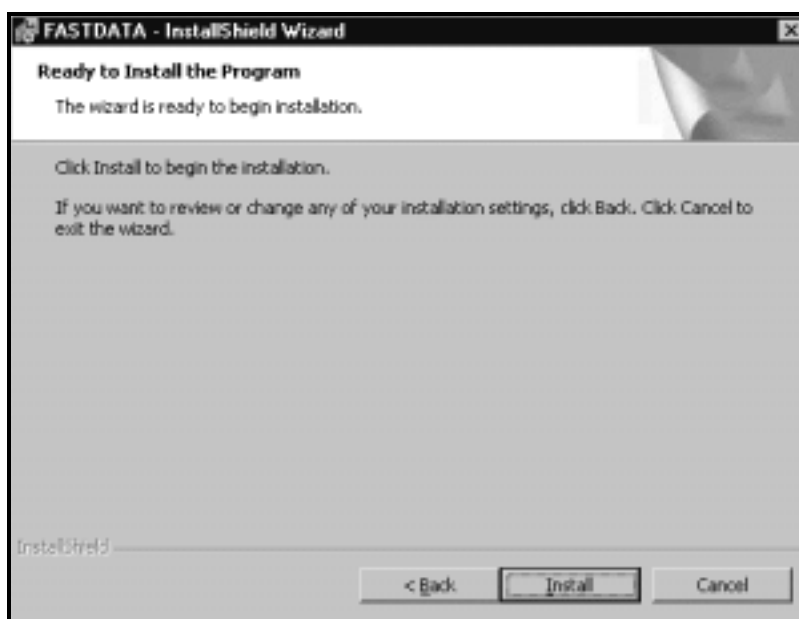
***Figure 2.10*
InstallShield
Wizard
Ready to
Install the
Program
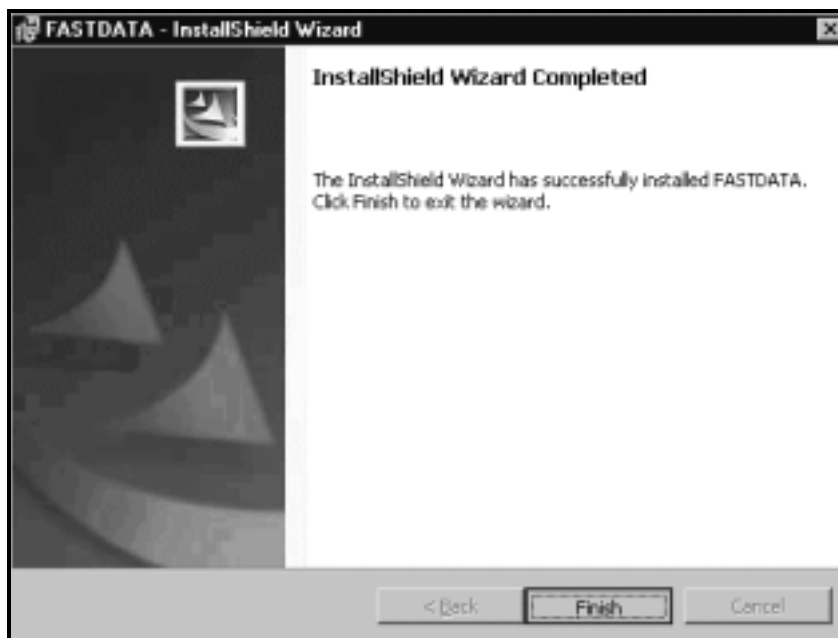Window**

12. Select the **Install** button to continue.

The installation process will begin. An Installing window will display, showing the status of the installation process at the bottom of the window.

Figure 2.11
Installing FASTDATA

When the installation is complete, the InstallShield Wizard Completed window displays.

Figure 2.12
Completing the Installation

13. Select the **Finish** button to close the wizard and complete the FA Module installation.

If you were previously using the MS-DOS version of the Site Module, after installing the stand-alone GUI/Windows® Site Module, you must perform a data conversion

that will allow you to use your current database for the new Site Module application you'll be using. Refer to the section of this chapter on Moving to the New FASTDATA Site Module for detailed steps on performing the data conversion process.

■ *Steps for Server Installation*

NOTE The server installation process is for use by a system or network administrator and assumes a certain level of computer proficiency. Detailed steps are not discussed here since network administrators have latitude in how the final version of the FASTDATA Site Module will run in the server environment. If you need assistance with the installation, contact the FASTDATA Help Desk.

When you install FASTDATA on your LAN, the FASTDATA Site Module and database will be located on your network. Initial installation procedures are identical to the stand-alone installation discussed earlier in this chapter. The primary difference is that the application is installed on the LAN, instead of on a personal computer. Prior to beginning the installation, close any applications currently running (except for the operating system, Windows 95®, Windows 98®, or Windows NT®). After installing the Site Module, you must configure each user's computer to run FASTDATA from your network.

After you complete the installation process, you must ensure the server Database Management System (DBMS) software, such as Sybase SQL Anywhere 5.0, is installed in the appropriate server location.

Ensure your FASTDATA Site Module users have the following components on their PCs to run the Site Module application:

- The client DBMS software, such as Sybase SQL Anywhere 5.0, installed to connect to the FASTDATA Site database
- An ODBC data source configured to connect to the FASTDATA Site database
- A local directory containing the FASTSITE.INI file configured to use an ODBC data source for the FASTDATA Site database
- A Windows 95, Windows 98, or Windows NT shortcut configured to start in a local directory containing the FASTSITE.INI file

These components allow server users to run the Site Module from a LAN and allow them to customize their application settings without affecting other FASTDATA Site users.

Appendix D contains information on running the ODBC Data Source Administrator to add or configure an ODBC data source, updating the FASTSITE.INI file, updating the TNSNAMES.ORA file, and uninstalling the FASTDATA Site Module application.

⊯ *Moving to New FASTDATA Site Module Releases*

- **Convert your current MS-DOS data**

- **Export data for a new GUI/Windows® release**

- **Migrate exported data for a new GUI/Windows® release**

NOTE The conversion, export, and migration processes described in this section do not differentiate between stand-alone installations and server installations of the new FASTDATA Site Module. For system administrators performing these data processes, this chapter assumes a certain level of computer proficiency and acknowledges that such professionals are well-versed in modifying default paths.

To make your current MS-DOS FASTDATA Site database useable in the new FASTDATA Site Module, you must perform a data conversion.

NOTE If you are a new user of the FASTDATA Site Module and have no data to convert, you may go to the chapter section on Getting Started with the GUI/Windows® FASTDATA Site Module.

■ *Steps for Converting Your Current MS-DOS Data*

After you have installed the new FASTDATA Site application, your next step is to convert the data in your current database from MS-DOS files to text files that are then imported into the GUI/Windows® FASTDATA Site database. For stand-alone installations, at the end of the conversion process, converted users will be created on the database so they can immediately access the FASTDATA Site application. The Database User ID and password for each of these users will be reset to **FSUSER**. The active fiscal year will default to the current fiscal year when you run the Site Module.
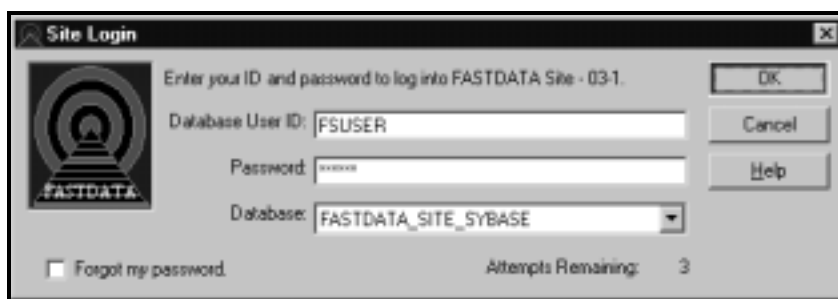
1. Select the taskbar **Start** menu, then select **Programs**, **DFAS FASTDATA**, **FASTSITE, FASTSITE Conversion**. (You can also double-click on the **FASTSITE Conversion** icon if you've made a shortcut on your desktop.)

Tip You can also begin the conversion process by selecting **Run** from the Windows taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE), followed by CONVERT, and preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from the default location on your C: drive, your entry would look like this: **C:\Program Files\DFAS\FASTDATA\FS\FASTSITE.EXE CONVERT**.

The Site Login - Conversion window will open.

2. Enter **FSUSER** in the **Database User ID** field.
3. Enter **FSUSER** in the **Password** field.
4. Select the **OK** button or press ENTER.

Since you entered a default database user ID and password, FASDATA will display a message informing you that your password has expired and you must enter a new one. Select the **OK** button to acknowledge the message. The Change Password - FSUSER window will open, allowing you to enter a new password. See Chapter 3 for procedure on changing your password.

After having changed your password, the FASTDATA Site Conversion window will open.
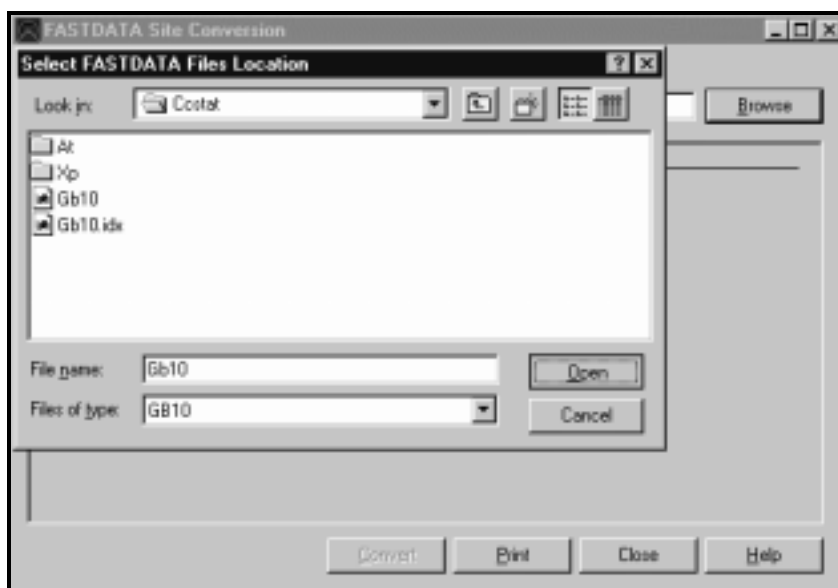
Figure 2.14
**Selecting a Path
for Conversion
File**

5. In the **Location** field, enter the drive letter and path of the FASTDATA files you wish to convert. You can also select the **Browse** button to open the Select FASTDATA Files Location window.

Use the Select FASTDATA Files Location window to locate the folder in which the file that needs to be converted resides. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the *GB10* file and select

the **Open** button. The Select FASTDATA Files Location window will close and the chosen path will display on the FASTDATA Site Conversion window **Location** field.

6. Select the **Convert** button. The button becomes available for selection after you specify the file location.

FASTDATA will display a series of year selection process messages. The Select Site Years window will open.
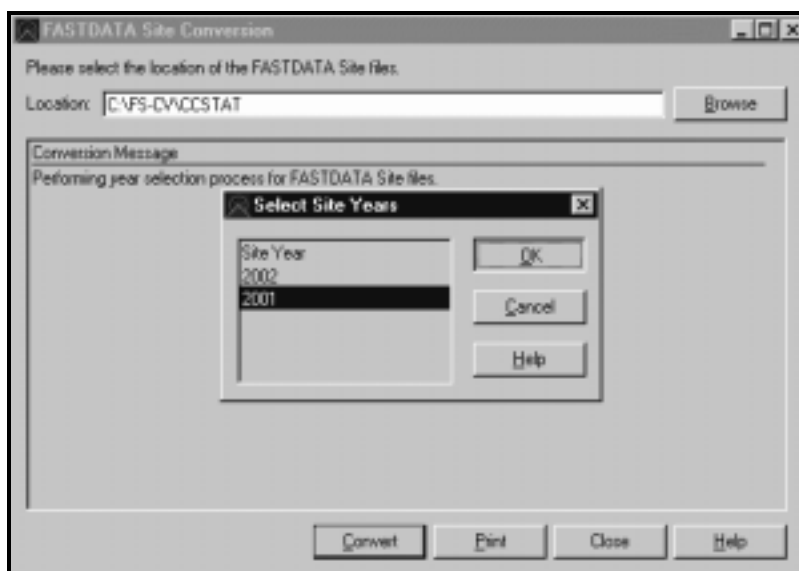
Figure 2.15
Selecting Site Year to Convert

7. Select one or more years that you wish to convert from the **Site Year** list box and select the **OK** button to close the Select Site Years window.

FASTDATA will display a series of preconversion process messages. The Enter FA window will open.
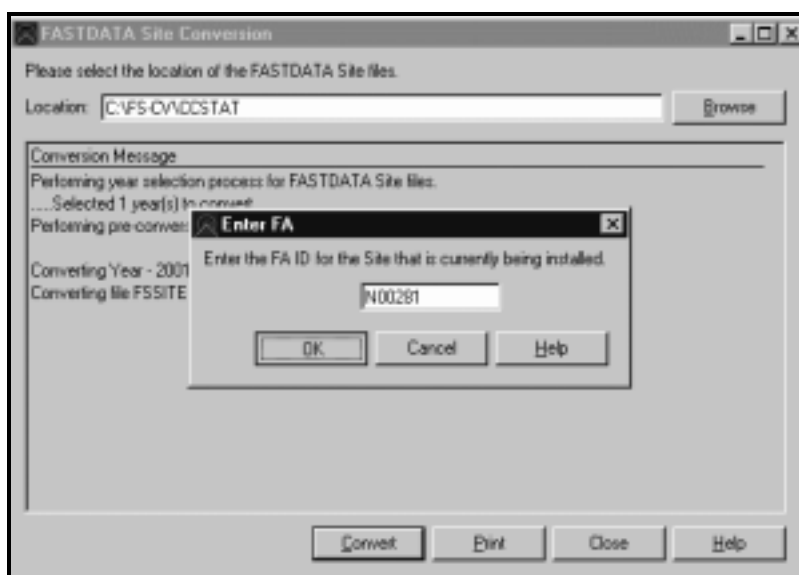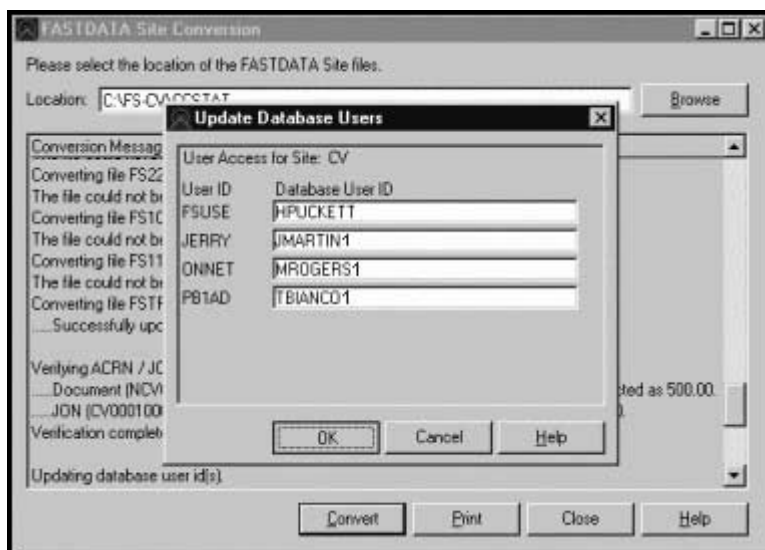

Figure 2.16
Entering FA ID

8. Enter the required **FA ID** for the site whose data you are converting.

Tip If you are converting multiple years, FASTDATA will only require you to enter the FA ID for the first year that is being converted.

The **Conversion Message** will update and the Update Database Users window will open.

Figure 2.17
**Updating
Database
Users**

9. For each listed user ID, enter the required **Database User ID**. This alphanumeric ID must begin with a letter, must have at least 8 but no more than 30 characters, and cannot contain spaces or other special characters.

NOTE You must perform this step after the conversion process because MS-DOS FASTDATA Site users do not have a Database User ID. To access the GUI/Windows® FASTDATA Site Module, each user must have a Database User ID.

10. Select the **OK** button to close the Update Database Users window.

FASTDATA will inform you when the conversion process is complete.
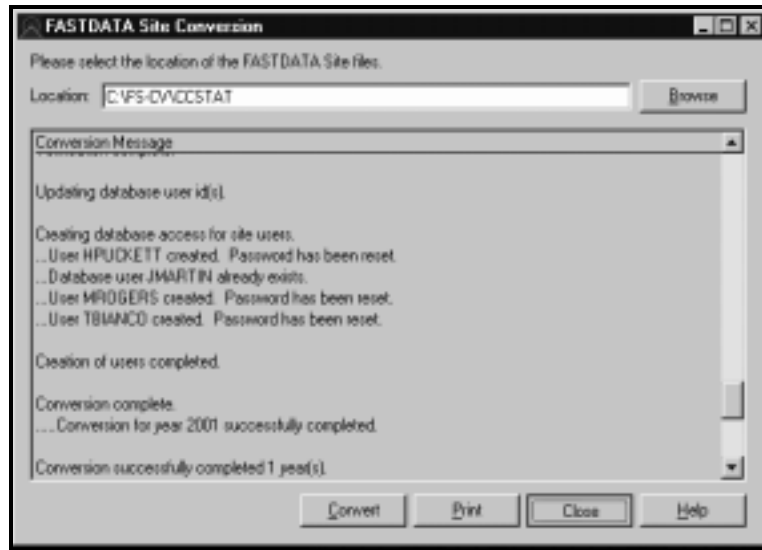
Figure 2.18
Conversion Message Data

11. Select the **Print** button if you wish to print the FASTDATA Import/Export Report. The Quick Print – FASTDATA Site Conversion window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

12. Select the **Close** button to close the FASTDATA Site Conversion window.

NOTE   Following the successful conversion, you can log into the new Site application. Refer to the chapter section on Routine Startup of the FASTDATA Site Module for detailed login steps.

■ *Steps for Exporting Site Data*

NOTE The FASTDATA Site export process is not required for a new installation, nor is it necessary for converting MS-DOS FASTDATA Site files to GUI/Windows® FASTDATA Site files.

Use the FASTDATA Site Export window to export data for a Site. If you are moving from a stand-alone FASTDATA Site configuration to a server configuration and are switching from a Sybase SQL Anywhere database to an Oracle database, use the FASTDATA Site export process. You also may use this process if you're sharing your Site database with other users and want to back up your Site data only or if you wish to store a copy of your Oracle database on a laptop computer.

NOTE You can only export Site data for sites to which you have access.

NOTE You should not be running any FASTDATA application when you run the FASTDATA Site Export option.

---

1. Select the taskbar **Start** menu, then select **Programs**, **DFAS FASTDATA**, **FASTSITE, FASTSITE Export**. (You can also double-click on the **FASTSITE Export** icon if you've made a shortcut on your desktop.)

Tip You can also begin a site export process by selecting **Run** from the WINDOWS taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE), followed by EXPORT, and preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from the default location on your C: drive, your entry would look like this: **C:\Program Files\DFAS\FASTDATA\FS\FASTSITE.EXE EXPORT**.

The Site Login - Export window will open.

2. Enter your valid **Database User ID** and **Password**, then select the **OK** button or press ENTER.

The FASTDATA Site Export window will open.
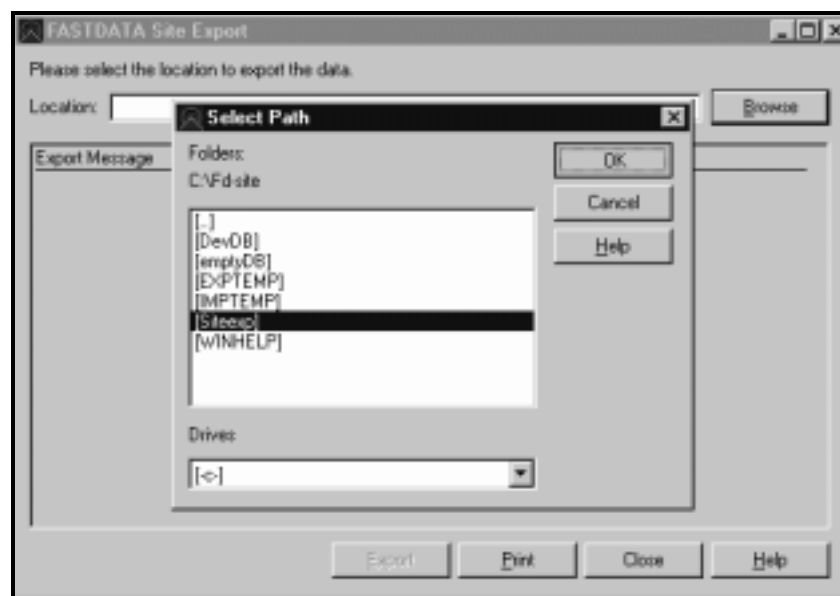
Figure 2.19
Selecting a Path for Export File

3. In the **Location** field, enter the drive letter and folder location where the exported files will reside. You can also select the **Browse** button to open the Select Path window.

Use the Select Path window to locate the folder in which the export file will reside. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the FASTDATA Site Export window **Location** field.

NOTE The export action will create two folders in the folder location you select: a **FIXED** folder and a **TAB** folder. The **FIXED** folder contains text files you can use for converting fixed-length files while the **TAB** folder contains text files you can use for converting tab delimited files. The **FIXED** folder is required if you perform a FASTDATA migration. Use the **TAB** folder data if you wish to import data into a spreadsheet or other outside application.

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4. Select the **Export** button. The button becomes available for selection after you specify the path.
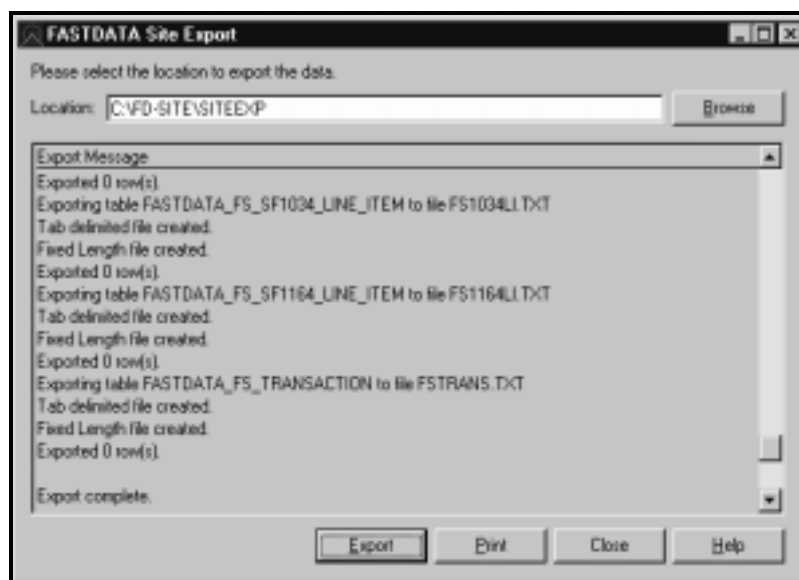
The Select Site window will open.
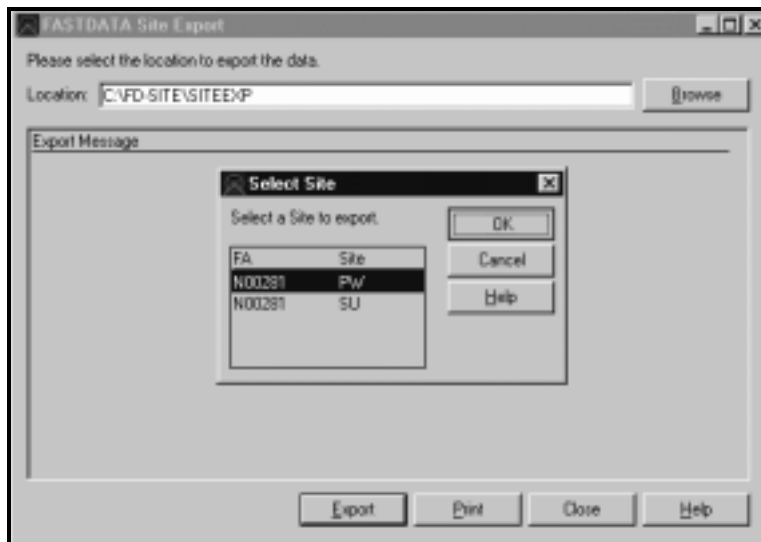
Figure 2.20
Selecting a Site to Export

5. Select the Site you wish to export and select the **OK** button to begin the export.

Export data will display on the FASTDATA Site Export window. FASTDATA will inform you when the export process is complete.

Figure 2.21
Export
Message Data

6. Select the **Print** button if you wish to print the FASTDATA Import/Export Report.

The Quick Print – FASTDATA Site Export window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

7. Select the **Close** button to close the FASTDATA Site Export window.

■ *Steps for Migrating Exported Data*

Use the FASTDATA Site Migration window to load exported data to the target database after you have performed a FASTDATA export.

NOTE You should not be running any FASTDATA application when you run the FASTDATA Site Migration option.

1. Select the taskbar **Start** menu, then select **Programs**, **DFAS FASTDATA**, **FASTSITE, FASTSITE Migration**. (You can also double-click on the **FASTSITE Migration** icon if you've made a shortcut on your desktop.)

Tip You can also begin the site migration process by selecting **Run** from the Windows taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE), followed by MIGRATE, and preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module the default location on your C: drive, your entry would look like this: **C:\Program Files\DFAS\FASTDATA\FS\FASTSITE.EXE MIGRATE**.

The Site Login - Migration window will open.

2. Enter your valid **Database User ID** and **Password**, then select the **OK** button or press ENTER.

Tip If you forgot your password, refer to Routine Startup of the FASTDATA Site Module in this chapter for detailed login steps, including the procedure to follow if you've forgotten your password.
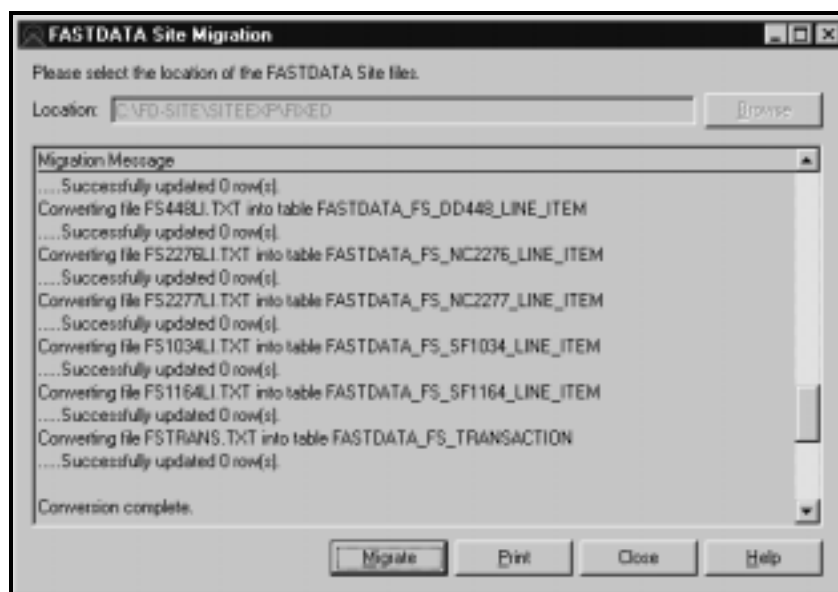

The FASTDATA Site Migration window will open.
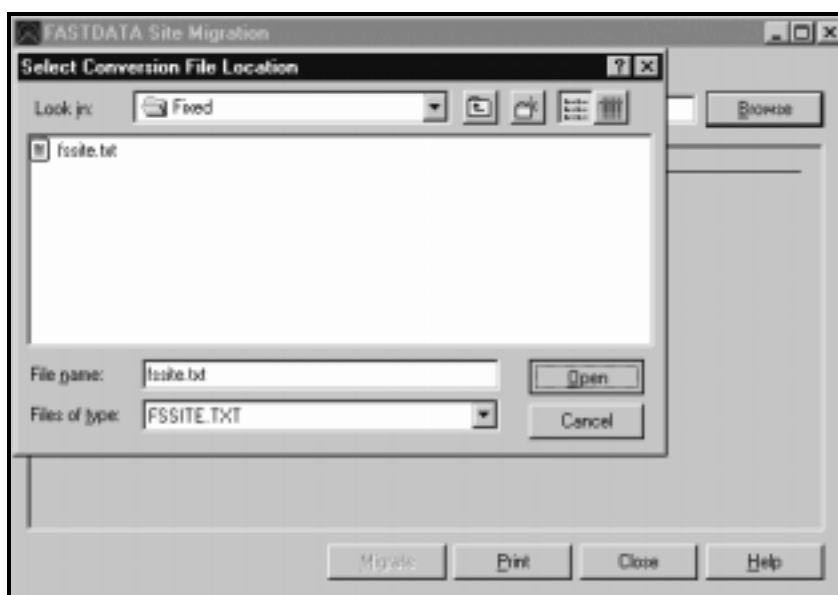
Figure 2.22
Selecting the
File to Migrate

3. In the **Location** field, enter the drive letter and folder location of the file you wish to migrate. You can also select the **Browse** button to open the Select Conversion File Location window.

Use the Select Conversion File Location window to locate the folder and file you wish to migrate. Select the **Fixed** folder from the **Look in** drop-down list. Available file(s) will display in the list box. Select the *Fssite.txt* file and select the **Open** button. The Select Conversion File Location window will close and the chosen path will display on the FASTDATA Site Migration window **Location** field.

Figure 2.23
**Migration
Message Data**

4. Select the **Migrate** button to begin the migration process. The button becomes available for selection after you have specified the file location.

Migration data will display on the FASTDATA Site Migration window. FASTDATA will inform you when the conversion is complete.

5. Select the **Print** button if you wish to print the Import/Export Report.

The Quick Print – FASTDATA Site Migration window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

6. Select the **Close** button to close the FASTDATA Site Migration window.

☞ *Purging the Site Fiscal Year Data*

Use the Purge Fiscal Year window to permanently remove all fiscal year data for a selected site. The purge process will remove all data associated with the selected site's fiscal year from the Site Module database. You cannot purge fiscal years for which you do not have access.
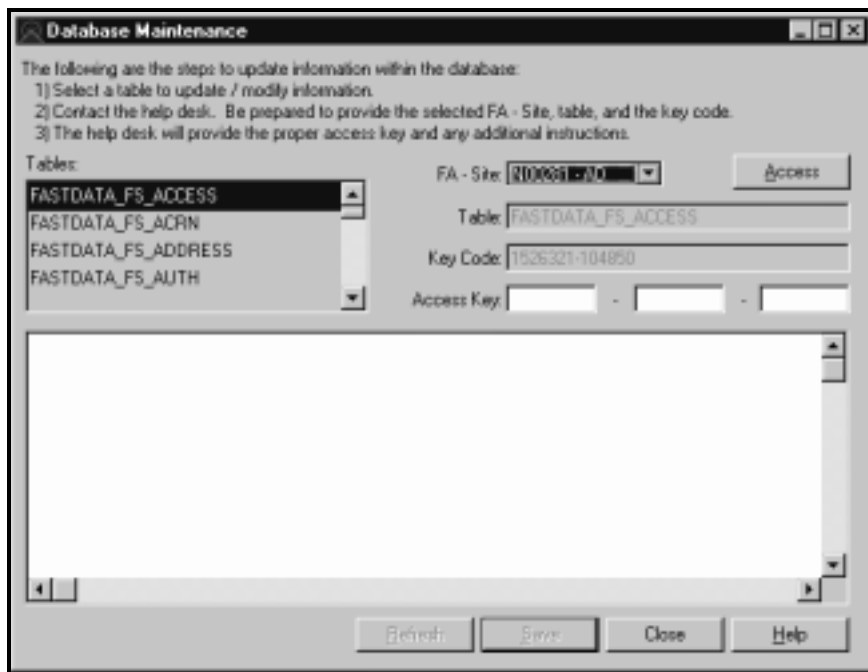

Figure 2.24
Purge Fiscal Year
Window

Because the purge action is so destructive, detailed steps on how to access the Purge Fiscal Year window are not provided in this manual. If you wish to purge fiscal year data, you must contact the FASTDATA Help Desk. For information on how to contact the FASTDATA Help Desk, refer to Contacting the FASTDATA Help Desk at the end of this chapter.

👉 *Maintaining Database Tables*

Use the Database Maintenance window to manually maintain tables within the FASTDATA Site Module database. You must have access to the site for which you wish to modify a table.

**Figure 2.25
Database Maintenance
Window**

Database maintenance is not routinely done by the Site Module user; therefore, detailed steps on how to modify database tables are not provided in this manual. If you wish to edit a database table, you must contact the FASTDATA Help Desk. For information on how to contact the FASTDATA Help Desk, refer to Contacting the FASTDATA Help Desk at the end of this chapter.

👉 *Getting Started with the GUI/Windows® FASTDATA Site Module*

- **Install site data and log into Site Module**

NOTE If you previously used the MS-DOS version of the FASTDATA Site Module and have converted your existing data to use with the GUI/Windows® version, you do not need to install the site and set yourself up as a user. After you perform a data conversion, your previously existing data will be in a format compatible with the GUI/Windows® application.

Use the FASTDATA Site Install window after you have installed the FASTDATA Site Module application and are ready to set up one or more sites and user IDs. This process establishes the fiscal year, site(s), user IDs and database user IDs, and gives you access to the Site Module. After you complete the process, you can run the Site Module and complete your set up by

importing system information from the FA. Refer to Chapter 8 for procedure on importing system information.

Site user IDs for your site are established by the FA. If, after you have done the initial site install, you have to add a new database user ID, you do not have to perform another site install. Instead, additional user IDs are copied to the database automatically when you import system information from the FA, using the FASTDATA Site Module.

Most of the steps that follow apply to new users of the FASTDATA Site Module application rather than users who are converting from the MS-DOS FASTDATA Site to the GUI/Windows® Site version.

Restrictions

- First-time users of the GUI/Windows® Site Module must use the default password (**FSUSER**) to access the Login window, after which they will then be required to change the password.

■ *Steps for Installing Site Data and Initially Logging Into the Site Module*

NOTE   You should not be running any FASTDATA application when you run the FASTDATA Site Install option.

---

1. To install Site data for the FASTDATA Site Module application, select **Start**, **Programs**, **DFAS FASTDATA**, **FASTSITE, FASTSITE Install**. (You can also double-click on the **FASTSITE Install** icon if you've made a shortcut on your desktop.)

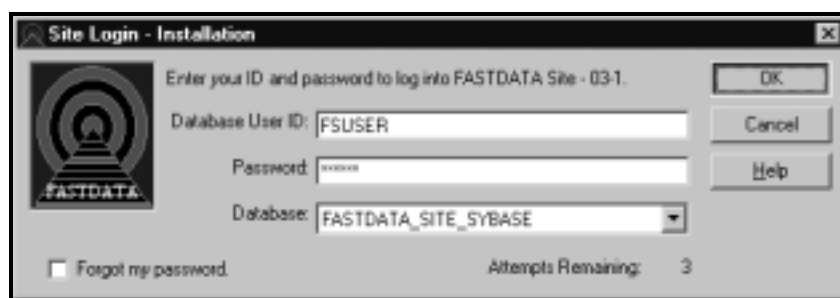*Figure 2.26*
Starting FASTDATA Site Data Install

Tip You can also begin the Site Install process by selecting **Run** from the Windows taskbar **Start** button. When the Run window opens, enter the Site Module executable file (FASTSITE.EXE) followed by SITEINSTALL, preceded by the drive letter and path for the Site Module application. For example, if you are running the Site Module from the default location on your C: drive, your entry would look like this: **C:\Program Files\DFAS\FASTDATA\FS\FASTSITE.EXE SITEINSTALL**.

The Site Login - Installation window will open.

NOTE You must log in before you can access the FASTDATA Site Install window.

Figure 2.27
Site Login Installation Window

2. Enter **FSUSER** in the **Database User ID** field.
3. Enter **FSUSER** in the **Password** field.

NOTE Until you have changed your password on the Change Password window, you must log into the Site Module using the default password, **FSUSER**. See Chapter 3 for procedure on changing your password.

---

4. Select the **OK** button.

Since, for this example, you entered a default database user ID and password, FASDATA will display a message informing you that your password has expired and you must enter a new one. Select the **OK** button to acknowledge the message. The Change Password - FSUSER window will open, allowing you to enter a new password. See Chapter 3 for procedure on changing your password.

After having changed your password, the FASTDATA Site Install window will open.
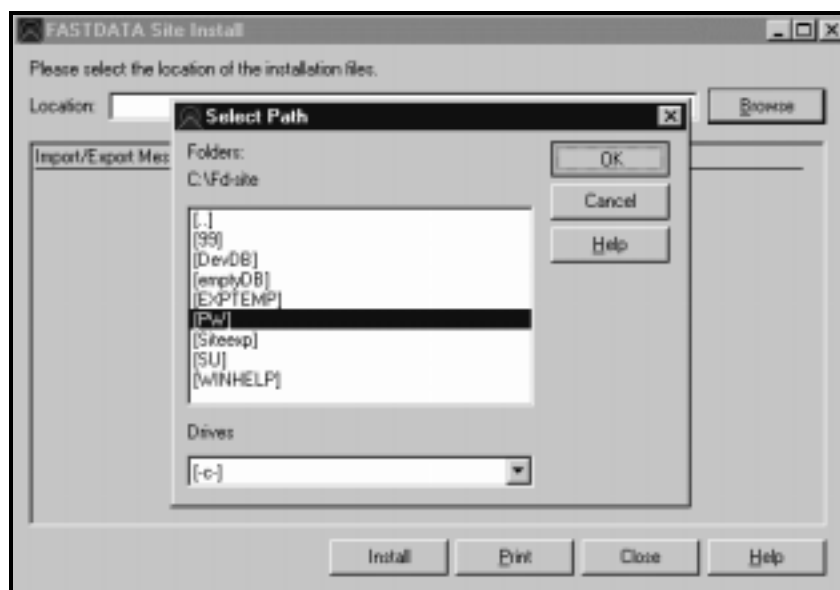
Figure 2.28
**Selecting
Location of
Install Files**

5. In the **Location** field, enter the drive letter and folder location where the install files are located. You can also select the **Browse** button to open the Select Path window.

Use the Select Path window to locate the folder in which the install files are located. The window displays the folders available for the selected drive. To change drive letters, select the desired drive from the **Drives** drop-down list. Double-click on the desired **Folder**. Select the **OK** button to close the Select Path window. The chosen path displays on the FASTDATA Site Install window **Location** field.

NOTE Install requires the following files: **GA10**, **GA10.IDX**, **GB10**, **GB10.IDX**, **GQ10**, **GQ10.IDX**, **GM10**, and **GM10.IDX**.

6. Select the **Install** button to begin the install process. The button becomes available for selection after you have specified the file location.

A series of messages will display. When the install process is complete, import/export data will display on the FASTDATA Site Install window.
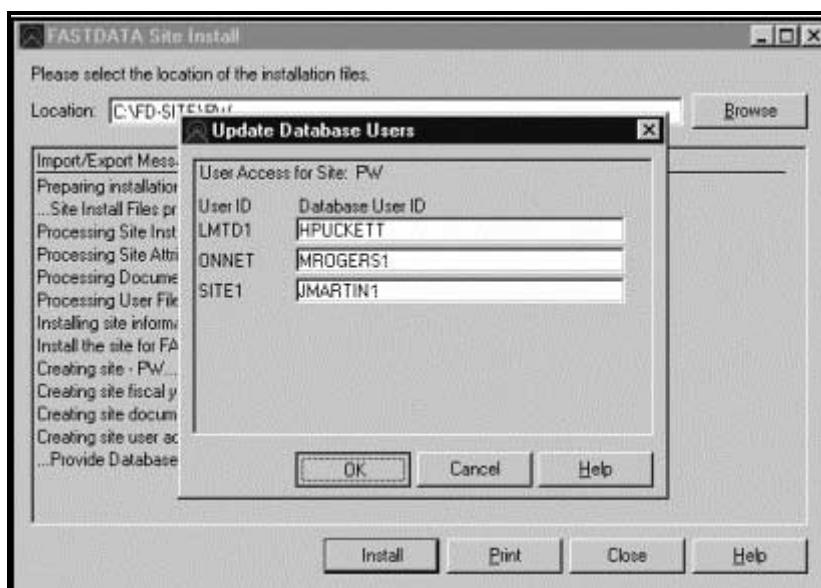
The Enter FA window will open.
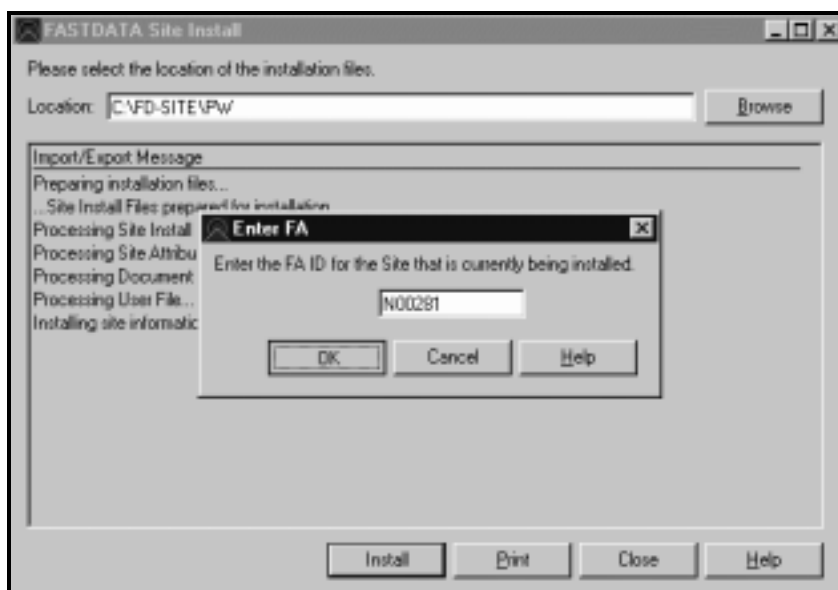
Figure 2.29
Enter FA
Window

7. Enter the FA ID associated with the site for which you are setting up the Site Module application and select the **OK** button. FASTDATA will update the installation message.

The Update Database Users window will open.

Figure 2.30
Update
Database
Users Window

8. Enter the desired database user IDs for the Site Module users who will have access to the site you are installing in the **Database User ID** field(s). These alphanumeric IDs must begin with a letter, must have at least 8 but no more than 30 characters, and cannot contain spaces or other special characters.

Tip When the Update Database Users window initially opens, the data contained in the **Database User ID** fields is the default data entered by the FA. You can accept the data as is or enter new data. If you are going to use the default **Database User ID** make note of it since you will need it to log into the Site Module after the install.

9. Select the **OK** button. The Update Database Users window will close.

FASTDATA will inform you when the install has completed.
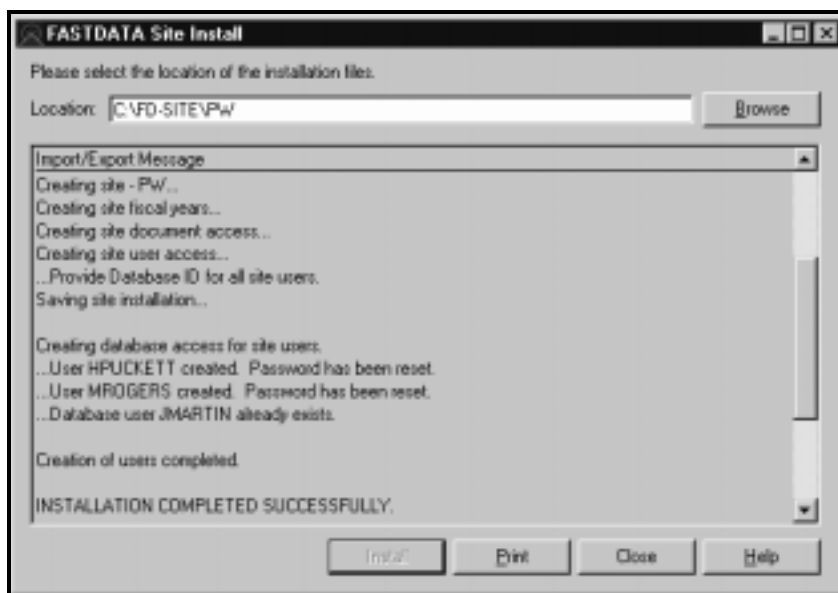
Figure 2.31
Site Install Message Data

10. Select the **Print** button if you wish to print the Import/Export Report.

The Quick Print – FASTDATA Site Install window will open and the Import/Export Report will display. Select the **Print** toolbar button to print the report. Select the **Close** button to close the window.

11. Select the **Close** button to close the FASTDATA Site Install window.
12. Log into the Site Module by entering your **Database User ID** and **Password**, then selecting the **OK** button.

NOTE Until you have changed your password on the Change Password window, you must log into the Site Module using the default password, **FSUSER**.

The Site Selection window will open. The new site will display in the **Sites** list box.
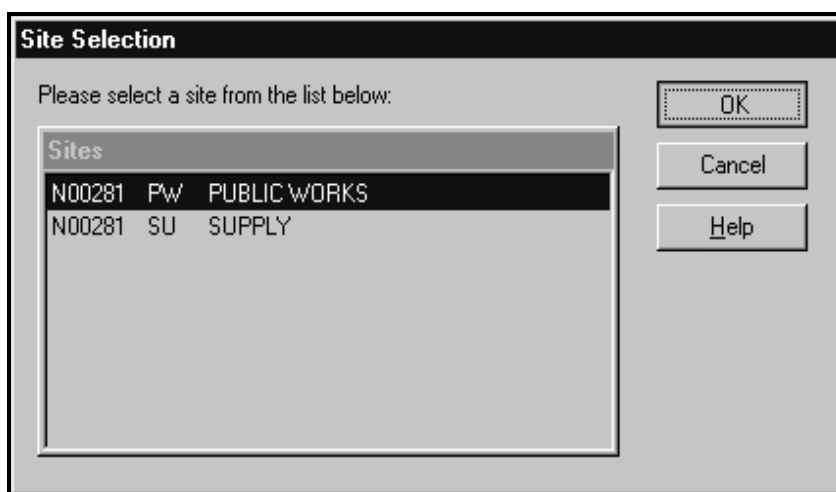
Figure 2.32
Selecting a Site

Tip The Site Selection window will open only if you have access to more than one site. If you have access to only one site, FASTDATA will automatically select your site for you and you will not see the Site Selection window after logging in.

13. Select the desired site from the **Sites** list box and select the **OK** button.

The Site Selection window will close and the Site Module application frame will display. At this point, you are ready to begin using the GUI/Windows® Site Module.

☞ *Routine Startup of the FASTDATA Site Module*

Restrictions

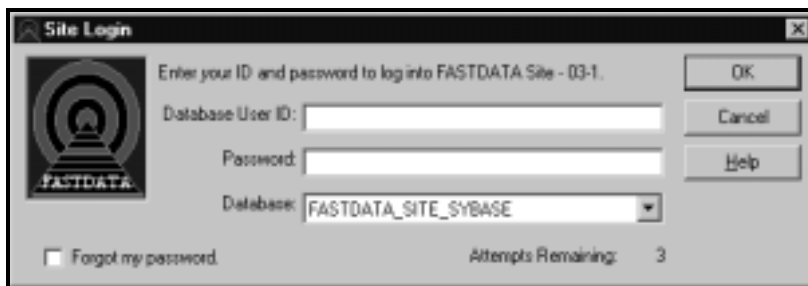- To log into the FASTDATA Site Module, you must be established as a Site Module user.

To open the FASTDATA Site Module application, select **Start**, **Programs**, **DFAS FASTDATA**, **FASTSITE, FASTSITE**. (You can also double-click on the **FASTSITE** icon if you've made a shortcut on your desktop.)

**Figure 2.33
Starting
FASTDATA Site
Module**

The Site Login window will open.

• *Site Login Window Objects*

**Figure 2.34
Site Login Window**

Database User ID
Your database user ID, along with your password, allows you to connect to the FASTDATA database and access the Site Module. When logging in, you must enter your database user ID.

Password
The code associated with your ID that grants you access to the FASTDATA Site Module. When logging into the Site Module, you must enter your password. Except for the default password, your password must contain at least eight characters, cannot begin with a number, and cannot contain any spaces or special characters.

Database
Identifies the database to which you are connecting. If you have access to more than one database, select the database you wish to access from the **Database** drop-down list.

Forgot my password
Check this box if you can't remember your password.

Attempts Remaining
Indicates the number of attempts you have remaining to log into the FASTDATA Site Module.

OK
Verifies the entered data and completes the login action.

Cancel
Aborts the login action and closes the Site Login window.

Help
Accesses the Site Login help topic.

■ *Steps for Routine Startup and Login*

1. On the Site Login window, enter your required **Database User ID**.
2. Enter your required **Password**. Your password must contain at least eight characters, cannot begin with a number, and cannot contain any spaces or special characters.
3. If applicable, select the database you wish to access from the **Database** drop-down list.
4. Select the **OK** button.

If, instead of entering a password, you forgot your password and checked the **Forgot Password** check box, the Forgot Password window will open and display the question that you selected to answer the first time you changed your password. Enter the correct answer, then select the **OK** button.
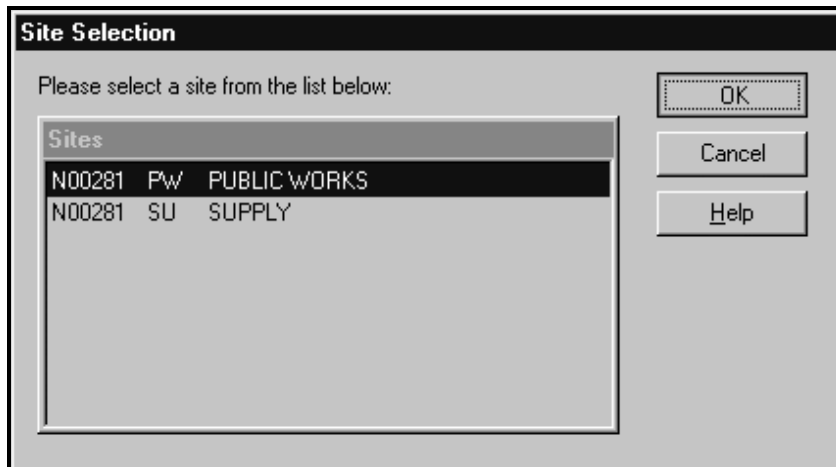

Figure 2.35
Forgot Password Window

The Forgot Password window will change to the Change Password window, allowing you to change to a new password. See Chapter 3 for procedure on changing your password.

NOTE You have three attempts to successfully log into the FASTDATA Site Module. If, after your third attempt, you have not gained access to the database, the message "Unable to connect to the database due to invalid user ID or password," will display. Select **OK** to acknowledge the message. A message will notify you that the number of allowable login attempts have been exceeded and that the application will terminate. You cannot access the FASTDATA Site Module again for a period of 20 minutes.

Assuming that you've entered the correct user ID and password on the Site Login window, after you select the **OK** button, the Site Selection window will open if you have access to more than one site. Available sites will display in the **Sites** list box. Locked site(s), if any, will be so identified on the list box.
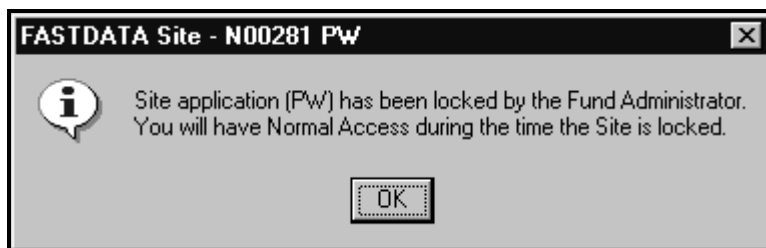

Figure 2.36
Selecting a Site

> **Tip** The Site Selection window will open only if you have access to more than one site. If you have access to only one site, FASTDATA will automatically select your site for you and you will not see the Site Selection window after logging in.

5. Select the desired site from the **Sites** list box and select the **OK** button.

The Site Selection window will close and the FASTDATA Site Module will open.

If your FA has locked your site for end-of-month reconciliation with STARS-FL, a message will inform you the site is locked.

Figure 2.37
Locked Site Message

If you have normal or view-only access to the locked site, the title bar of the application will indicate the site is locked and will also indicate whether you have display-only or update access to the site.
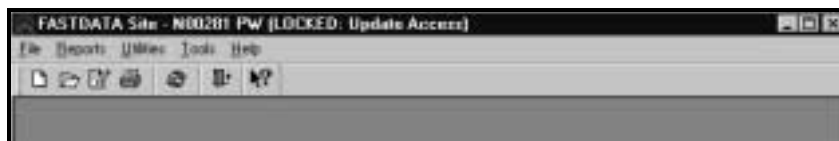
Figure 2.38
Locked Site with Update Access

> **NOTE** If you have no access to a locked site, the Site application will terminate after you acknowledge the locked site, no access message.

☞ *Database Update*

Database update is performed automatically by FASTDATA if the application detects a version difference between it and the database. User interaction during the process is not required.

> **NOTE** The automatic Database Update is designed for a FASTDATA Site Module stand-alone installation. The feature is unavailable in a LAN installation.

When required, the update process begins immediately after you log in to the FASTDATA Site Module. FASTDATA will display a message informing you that the database is being updated to the new version. Bar graphs will display, showing you the progress of the update process. The update process does not affect the contents of your database; rather, it updates the structure of the database to match the Site Module version you are running. When the database update is complete, the FASTDATA Site Module will open.

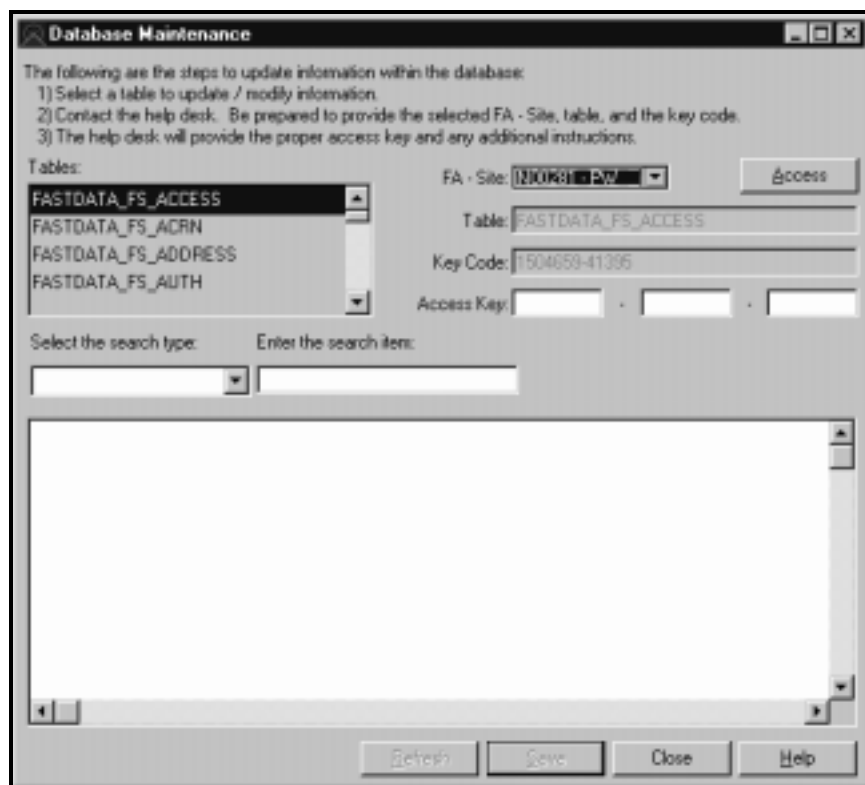# ☞ *FASTDATA Site Module Database Table Maintenance*

If necessary, use the Database Maintenance window to perform actual data maintenance on the various database tables used with the FASTDATA Site Module. With the window open, you must contact the FASTDATA Help Desk and obtain an access key to access the desired database table. Without the access key, you cannot modify a database table.

The access key you obtain from the Help Desk is valid for only one session on the Database Maintenance window. If you close and reopen the Database Maintenance window, you will need another access key from the Help Desk.

Restrictions

- To access the Database Maintenance window, you must obtain an access key from FASTDATA Help Desk personnel.

• *Database Maintenance Window Objects*

Figure 2.39
Database Maintenance Window

Tables
Lists the available FASTDATA database tables.

FA - Site
Lists the available fund administrator (FA) and site IDs.

Access
Verifies the entered access key and provides access to modify database tables.

Table
Displays the name of the selected database table.

Key Code
A display-only code that identifies the current user and provides control over access to modify FASTDATA database tables.

Access Key
The required security code that allows authorized users to modify a FASTDATA database table. Authorized users must obtain the access key from Help Desk personnel.

Select the search type
The contents of the search type drop-down list depend on the database table you select.

Enter the search item
Enter the desired value for the selected search type.

Refresh
Restores the database table to its original content, canceling any changes made during the current session.

Save
Saves any changes made to the selected FASTDATA database table.

Close
Closes the Database Maintenance window.

Help
Accesses the Database Maintenance window help topic.

■ *Steps for Maintaining FASTDATA Database Tables*

1. Select **Start**, **Programs**, **DFAS FASTDATA**, **FASTSITE, FASTSITE Help Desk**. (You can also double-click on the **FASTSITE Help Desk** icon if you've made a shortcut on your desktop.)

Figure 2.40
**Starting the
Database
Maintenance
Process**

The Site Login – Database Maintenance window will open.
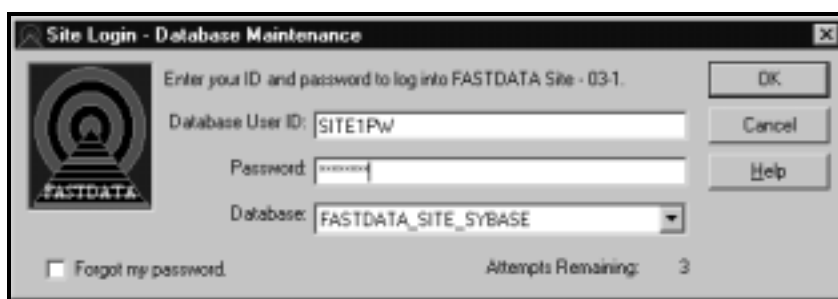
Figure 2.41
**Logging into
Database
Maintenance**

2. Enter your required **Database User ID** and **Password**.
3. If applicable, select the database you wish to access from the drop-down list.
4. Select the **OK** button.

Tip If you've forgotten your password, refer to the previous topic in this chapter on Steps for Routine Startup and Login for the procedure to follow to change to a new password.

The Database Maintenance window will open.

Figure 2.42
Changing Database Table Data

5. Select the table that you wish to maintain from the **Tables** list.
6. If applicable, select the desired FA and site from the **FA - Site** drop-down list.

NOTE You must now contact the FASTDATA Help Desk to obtain an access key which will authorize you to gain access to the desired database table. Refer to the topic immediately following this one for details on how you may contact the Help Desk.

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7. Enter the access key given to you by the Help Desk in the **Access Key** fields and select the **Access** button.

Data from the selected table will display on the Database Maintenance window. If you wish to search for a specific data row, select and/or enter the applicable search criteria in the associated search fields.

8. Make your change(s) to the data you wish to modify, then select the **Save** button.
9. If you wish to modify an additional table, or tables, select the desired table and make your change(s).

Tip Use the **Refresh** button to reset your changes to the default data, provided you have not yet saved any changes, if you have entered data in error.

---

10. Select the **Close** button to close the Database Maintenance window.

Contacting the FASTDATA Help Desk

You can contact the FASTDATA Help Desk at any time by fax or e-mail. Help Desk personnel respond to e-mail messages in the order they are received weekdays from 7:30 a.m. until 4:30 p.m. central time. Before sending a message to the FASTDATA Help Desk, review FASTDATA Fund Administrator User's Manual Appendix C, which contains helpful troubleshooting information. You also can perform a search of the FASTDATA help file for additional information on any process that you're having problems with. In addition, the FASTDATA Web site contains useful information that may help you. You can access the FASTDATA Web site by selecting **FASTDATA Web site** from the Site application **Help** menu.

Fax: (DSN) 922-1432
                       (commercial) (850) 452-1432
E-mail Address: HELPDESK.FASTDATA@DFAS.MIL
Web Address: HTTP://NAVWEB.SECNAV.NAVY.MIL/FASTDATA

Tip Due to the style convention used in this manual, the Internet Address shown here is all CAPS. The address you enter is not case sensitive.